
	<b>LOS LUNAS POLICE DEPARTMENT</b>		
	TRAINING	NUMBER: TRN.01.01	EFFECTIVE DATE: July 2, 2010
	SUBJECT: Training		REVIEW DATE: May 11, 2016
	AMENDS/ SUPERSEDES:	NMSA:	
NMMLEPSC STANDARDS: TRN.01.01 - TRN.04.01		APPROVED BY CHIEF OF POLICE NAITHAN G. GURULE  Signature	

## I. STATEMENT OF PURPOSE

The Department has an obligation to provide a professional standard of law enforcement for the Village of Los Lunas. In fulfilling this responsibility, it is essential that personnel are properly trained. This begins at entry level with required basic training, prior to assumption of police duties and continues throughout the officer's career on an ongoing basis. Training is provided to accommodate Department needs and to actualize the interest and concern the Department has for the self-improvement and personal development of its employees.

All officers are ultimately responsible for maintaining their certification as outlined in New Mexico state statute 29-7-7

## II. TRAINING GOALS

- A. Provide job related training to all personnel.
- B. Train employees to be prepared to act decisively and correctly in a broad spectrum of situations.
- C. Enhance employee productivity and effectiveness through greater job knowledge.
- D. Foster cooperation and unity of purpose among personnel through common training.

## III. RESPONSIBILITIES

- A. The Deputy Chief and Training Officer have the following responsibilities:
  - 1. Review and revise any in-service training requirements on an annual basis and to ensure it meets the standard requirements set forth by the New Mexico Law Enforcement Academy.
  - 2. Ensure administration of a training program for every employee who is promoted, to be given to the employee at the start of his/her tenure in the new position.
  - 3. Ensure administration of annual supervisory and leadership training.
  - 4. Ensure every officer is trained frequently in policies.
  - 5. Supervise the training instructors and ensure they receive adequate training to enable them to carry out their duties.
  - 6. Coordinate with the Field Training Officers regarding FTO training being provided;
  - 7. Maintain appropriate records documenting all training of officers
- B. The Field Training Officer has the following responsibilities:
  - 1. Coordinate all FTO training with new Officers.
  - 2. Supervision of any field training provided by FTO's;
  - 3. Ensure the annual performance evaluations of FTO's cover their demonstration and proficiency
- C. Immediate Supervisors have the following responsibilities:
  - 1. To ensure any Field Training Officers and any officers under their command who are certified instructors maintain and demonstrate on a regular basis their proficiency in their areas of instruction through annual evaluations.

#### **IV. ROLL-CALL TRAINING/BRIEFINGS**

- A. Roll call training or briefings are utilized to keep officers up-to-date between formal training sessions or disseminate information which may be specific to shift activities.

## **V. IN-SERVICE TRAINING**

- A. All sworn personnel are required to complete at least 40 hours of in-service training every two years. This training consists of all training as designated by the New Mexico Law Enforcement Academy
- B. All scheduled in-service training should be posted on all department bulletin boards at the earliest possible time prior to the training date, when possible. In addition, a schedule of upcoming classes will be made available to all employees through the Training Officer.
- C. The Training Officer is responsible for locating, scheduling or making available such training which meets the mandates.
- D. In-service training is considered mandatory. If it is necessary for an officer to miss a scheduled in-service training, a written notice will be submitted through the officer's chain-of-command. This will assist in scheduling any necessary make-up training.
- E. It is the responsibility of the instructor to ensure that any lesson plans include a review of any appropriate policies.

## **VI. TRAINING PROGRAM PROCEDURES**

- A. Performance Standards

Training programs must relate to job task analysis and incorporate performance objectives. These acquaint the trainee with the information he/she is required to know, the skills which must be demonstrated, and the circumstances under which such skills are used. Performance objectives should include:

1. A focus on the elements of the job task analysis for which formal training is needed;
2. Clear statements of what is to be learned;
3. A basis for evaluating participants in a given course of instruction;
4. A basis for evaluating the effectiveness of the training program, by use of critiques and other

accepted evaluating methods.

B. Instructors

1. Department personnel assigned to an instructor position should meet the requirements as specified by the New Mexico Law Enforcement Academy.
2. Officers with disciplinary records or three sustained complaints over the prior three years for constitutionally significant issues, including but not limited to, race discrimination, sexual harassment, excessive force, unlawful searches, seizures, or filing false charges shall be disqualified as instructors until two years have elapsed without such discipline or complaints in any areas in which they conduct training. If instructor privileges are revoked or suspended disciplinary action will be at the discretion of the Chief of Police.
3. Instructors will be provided adequate training to enable them to carry out their duties.
4. Instructors will be required to maintain and demonstrate proficiency in their areas of instruction on a yearly basis through their annual performance evaluation.

C. Lesson Plans

1. Lesson plans are made for all in-service training which is conducted by the Department. The instructor is responsible for developing the lesson plan to be used in any course he/she instructs.
2. Lesson plans are filed for permanent record in the Training Section.

D. Testing

1. In order to evaluate the participants of a training program, a pre-test or post-test may be required. Instructors use competency based testing that uses performance objectives and measures the participant's knowledge of job related skills. Passing and failing scores must be incorporated into the

lesson plan.

2. Test scores are utilized in evaluating training effectiveness and in development of future training programs.
3. Test scores are confidential and are maintained by the Instructor.

E. Evaluations

Trainees participate in evaluation and critique of instructors and the training course upon completion of instruction.

F. Remedial Training

1. In order to ensure that Department personnel do not suffer deficiencies in basic skills, knowledge and abilities required to perform assigned tasks, a remedial training function is employed.
2. Any employee who fails to demonstrate understanding imparted through any Department or DPS sponsored training is scheduled for remedial training in the area of deficiency.

G. Training plans are developed for the correction of noted deficiencies.

These plans contain, at a minimum,

- Training goals and skills to be achieved;
- Specific instruction to be provided;
- Time frame in which goals are to be accomplished; and
- A review of remedial training at the conclusion of instruction.

H. A supervisor may identify by testing or observing job performance that an employee has demonstrated a deficiency in basic ability to perform assigned tasks. If the supervisor believes that the deficiency may be corrected, he/she may direct the employee in writing to attend a specific remedial training program. The supervisor identifies such programs through the Training Section.

1. As soon as possible, the affected employee takes part in a training session to address the noted deficiency.
2. Participants are evaluated upon completion of the remedial training program to determine if existing deficiencies have been alleviated. Results of the evaluation shall be forwarded to the assigning supervisor so that the status of the employee can be evaluated.
3. Any remedial training will be coordinated through the Shift Supervisor to ensure prompt completion and appropriate documentation.

I. Records Maintenance

1. Training, documentation and records maintenance is the responsibility of the Deputy Chief and the Training Officer. All training records are maintained by the Deputy Chief and Training Officer.
  - Personnel attending training programs;
  - Types of training, subject matter, course content;
  - School or agency providing the training if other than LLPD
  - Measured performance, if testing is administered and scores available.
2. It is the responsibility of the trainee, upon completion of training from an outside source, to submit the proper documentation of such training to the Deputy Chief and the Training Officer.
3. It is the responsibility of the Deputy Chief and Training Officer to update training records as needed.
4. Training records shall only be released to someone other than the affected employee by the Chief of Police.

## **VII. RECRUIT TRAINING**

- A. Newly hired recruits will be trained and certified in accordance with the regulations set forth by the New Mexico Law Enforcement Academy.
- B. Those officers who do not require attendance at the academy

will be assigned to the Field Training Program for a length of time to be determined by the FTO and the Patrol Commander taking into consideration knowledge of criteria outlined in each phase of the FTO Program. During the FTO program, the officer will be given instruction which includes agency policies, procedures, rules and regulations.

1. All forms required for new cadets will also be completed on those officers who do not require attendance at the academy. This includes, but is not limited to, DORs and end of phase forms.
- C. To supplement this training, they may also be required to attend specific classes made available through the Los Lunas Police Department. This ensures that all recruits regardless of their experience or training receive agency specific training.
- D. Curriculum provided to new recruits is based on requirements of the New Mexico Law Enforcement Academy and developed around the most frequent assignments of officers. A variety of evaluation techniques have been designed to measure competency in the required skills, knowledge, and abilities.

## **VIII. CIVILIAN TRAINING**

- A. Indoctrination will be given to newly hired civilian employees which covers the following:
1. The Department's role, purpose, goals, policies, and procedures;
  2. Working conditions and regulations;
  3. Responsibilities and rights of employees; and
  4. Public relations.
- B. This training will be the responsibility of the supervisor in the affected division. Any documentation of such training will be forwarded to the Training Officer and Deputy Chief.
- C. On the job training will be given to the following civilian positions:
1. Evidence technician
- This training shall include the legal, safety and coordinative responsibilities of this position.

2. Records technician

This training shall include the legal, procedural and equipment familiarization for this position.

D. Specialized In-Service Training

1. Any officer who is promoted or assigned to a new position will receive specialized training through an accredited course of instruction for the specific area they are assigned.
2. If the Los Lunas Police Department develops any specialized units those officers assigned will receive the necessary training to ensure that the specialized unit is effective. Personnel assigned to Specialized Units shall engage in regularly scheduled training and readiness exercises.

E. The Training Officer will maintain all training files on all employees of the Los Lunas Police Department. These records will show the following:

1. The title of the training received
2. The dates and hours of attendance;
3. The identification of trainers or agencies presenting the course; and
4. The names of all agency personnel receiving the training.

F. Any new employee coming from another agency or military must provide the Los Lunas Police Department a copy of all training files and certificates.